



EMPLOYMENT APPLICATION

(PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS)

City of Greenwood is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, national origin, sex, disability, citizenship status, disability, or any other basis prohibited by law unless such basis constitutes a bona fide occupational qualification. The City will comply with its obligations and provide reasonable accommodations for qualified individuals with disabilities and for individual's religious beliefs. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration; however, its receipt does not imply that the applicant will be employed. Only offers extended by a Human Resources Representative are valid.

PERSONAL INFORMATION

Date _____

Summer/Seasonal Applicants: Check one that applies

Age: ☐ 14 ☐ 17 or 18
☐ 15 ☐ other
☐ 16

Home Phone # _____ Work Phone # _____

Name _____
(Last) (First) (Middle) (Maiden)

Address _____
(Street) (City) (State) (Zip Code)

If you cannot be reached at the above phone number, where may we contact you?

Name of Person _____ Phone Number _____

Are you a U.S. citizen or an alien legally entitled to work in the position(s) for which you have applied? Yes ☐ No ☐

Personal References

List three (3) personal references (not relatives) who have known you for the past year or more.

Name	Address	Phone Number	Years Know

Employment Desired

	Type of Work Desired	Shift Desired	Salary Desired
First Choice			
Second Choice			
Third Choice			

EDUCATION EXPERIENCE AND SKILLS INFORMATION

(This information is a public record)

Name: _____

Date: _____

Education

School	School Name – Location	Years Completed	Date Completed	Major Subjects
Grade School				
High School				
College				
Masters Degree				
Specialized/ Technical Training				

Subjects of Special Study or Research Work (list) _____

Professional Organizations _____

Honors Received, Volunteer or Community Service or Other Qualifications you have, which you feel are related to the position for which you are applying: _____

Special Skills or Training

Circle the number of **ALL** areas in which you have had on the job experience or training:

Office

001 Receptionist
002 Cashier
003 Switchboard
004 Secretary
005 Bookkeeping
006 Accounting
007 10 Key Calculator
008 Typing
009 Filing
010 Proof Reading

Computer

101 Data Entry
102 Programmer
103 System Analyst
104 Microsoft Windows
105 Microsoft Word
106 Microsoft Excel
107 Microsoft PowerPoint
108 Lotus 123
109 Word Perfect
110 Microsoft Access
111 Network Design

Management

201 Supervisory
202 Team Building
203 Delegation
204 Leadership
205 Diplomacy
206 Time Management
207 Policy Writing
208 Training
209 Discipline
210 Budget Management

Engineering

301 Civil Engineering Background
302 Verbal/Written Communication with public, developers, engineers contractors, utilities, other public agencies
303 Autocad (release 14 or higher) Civil Background
304 GIS Background
305 Drainage Design/Calculations
306 Street (Roadway) Design
307 Sanitary Sewer Design/Calculations
308 Construction Plan Review
309 Construction Inspections
310 Construction specifications

311 Construction Surveying
312 Street Inventory
313 Bonding
314 Permits
315 Public Meetings
316 Legal Descriptions (preparation/review)
317 Right-of-Way/Easement Acquisitions
318 Construction Cost Estimates (Estimating)
319 Miscellaneous Engineering Items

Trade/Skills

401 Auto Mechanics
402 Landscaping
403 Welder
404 Electronic
405 Carpenter
406 Telecommunications
407 Painter
408 Tractor
409 Lawn Mower
410 Lt. Equipment Operator
411 Heavy Equipment Operator
412 Truck Driver

Professional Licenses and/or certifications

Type _____ Organization or State Issued _____ Date Issued _____ Number _____
 Type _____ Organization or State Issued _____ Date Issued _____ Number _____
 Type _____ Organization or State Issued _____ Date Issued _____ Number _____

Employment History

List below present and past two (2) employers, beginning with your most recent (include regular, summer, and volunteer work).

1	Dates of Employment (month, year) From _____ To _____	Title of Position	
Salary or Earnings Starting \$ _____ per Present \$ _____ per		Avg. Hrs. Per Week _____	Number and Kind of Employees Supervised _____
Name of Immediate Supervisor _____		Name of Employer (firm, org, etc) and Address (inc. Zip) _____	
Area Code & Phone No. _____		Reason for Leaving _____ Description of Duties, Responsibilities, and Accomplishments _____ _____ _____ _____ _____	

2	Dates of Employment (month, year) From _____ To _____	Title of Position	
Salary or Earnings Starting \$ _____ per Present \$ _____ per		Avg. Hrs. Per Week _____	Number and Kind of Employees Supervised _____
Name of Immediate Supervisor _____		Name of Employer (firm, org, etc) and Address (inc Zip Code) _____	
Area Code & Phone No. _____		Reason for Leaving _____ Description of Duties, Responsibilities, and Accomplishments _____ _____ _____ _____ _____	

ACKNOWLEDGEMENT & SIGNATURE

Applicant: Please read carefully before signing. If you have any questions regarding the following statement or any questions contained in this application, please ask them of an employment interviewer before signing.
My signature indicates that:

I voluntarily give this City the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I understand that my application will remain active for 6 months.

I understand that according to federal law, all individuals who are hired must as a condition of employment, produce certain documentation to verify their identity and U.S. Citizens status or if alien, their legal authorization to work in the U.S.

I understand that employment with the City is "at will" and an employee or the City may discontinue the employment relationship at any time. In addition, I understand that if I am employed I will have an Introductory Period. Successful completion of an employee's Introductory Period does not alter the "at will" employment relationship.

I certify that the information contained on this form is correct and complete to the best of my knowledge. I agree to inform the City of any additional information relating to questions raised on the application, which occur subsequent to my completion of the application. I understand that false, misleading, or omitted information will result in the rejection of the application. I also understand that my employment will be terminated for any misstatement, misleading, or omission of fact appearing on this application form or any other employment document.

I understand that I will be required to follow the City of Greenwood policies and procedures and any violation may lead to dismissal.

I understand that emergency conditions may require me to temporarily work shifts other than the one for which I am applying and agree to such scheduling change as directed by my Department Head or designee.

I authorize the release of reference information on the quality of my performance upon the separation of employment by the City or myself.

I understand that the City will strive to keep the information on this applicant confidential; I also understand that the City may be required to disclose information pursuant to I.C. 5-14-3, the Public Records Law. In the event law requires disclosure, I agree to waive all rights of action against the City for disclosing any and all information included on this form.

Applicant's Signature _____ Date _____

DO NOT COMPLETE THIS SHADED SECTION – HUMAN RESOURCES USE ONLY

Hired _____ For What Department _____ Position _____

Salary _____ Per _____ Year _____ Month _____ Hour _____ Start Date _____

Written Confirmation of Offer Including Position, Salary, and Start Date Mailed to Applicant _____
(Date)